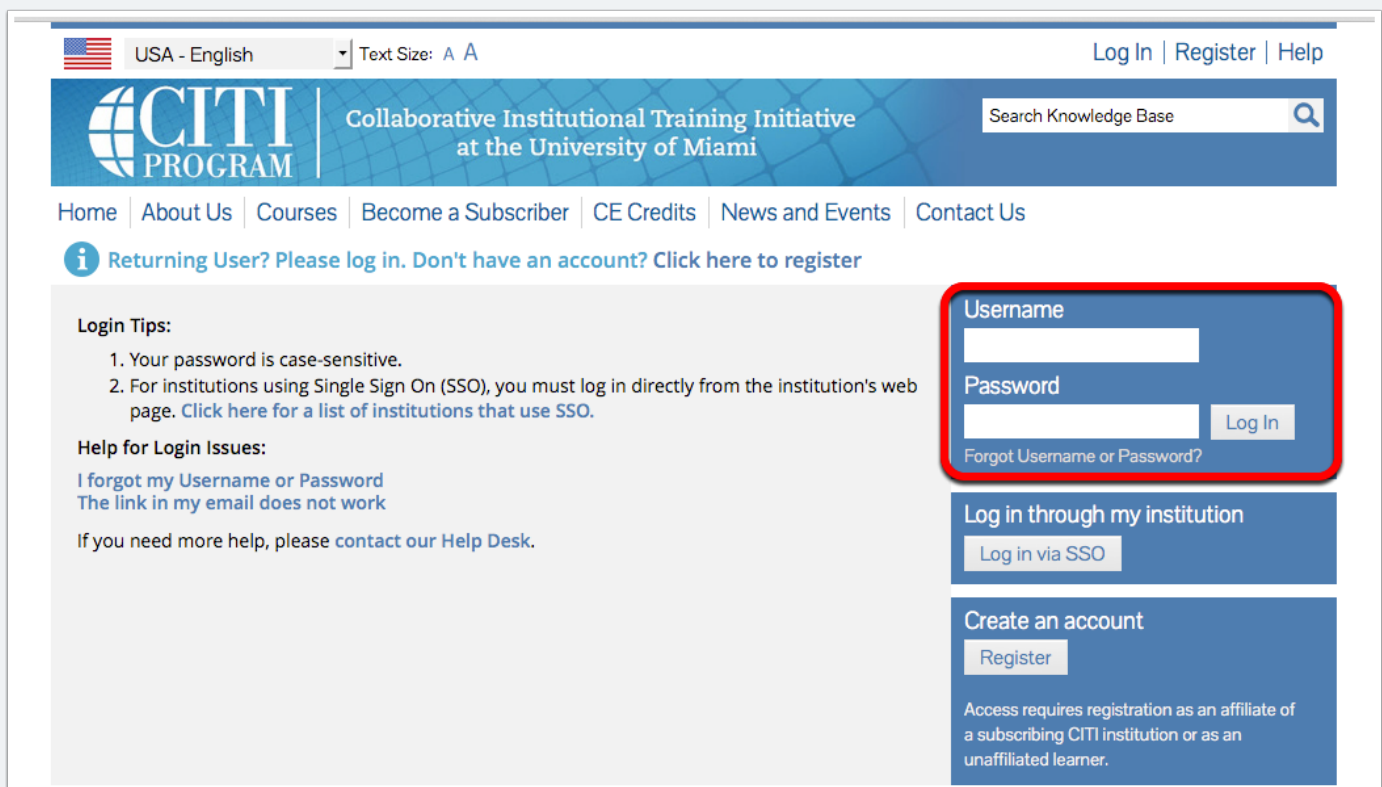# Updating Your Email Address in CITI

The instructions below will guide you through changing the Preferred Email Address in CITI to your Emory email address.

1. Open a browser and type in the following url: www.citiprogram.org

2. Log in using the username and password that you used to set up your CITI account. (Note: This <u>may or may not</u> be your Emory ID, Healthcare ID, or Emory Email Address.)

3. From the Main Menu page, click "My Profiles".

4. On the "CITI Program Profile" page, click the "Change my email address" link.

5. Enter your Emory email address in the "Your Preferred Email Address" and "Please verify your preferred email address" fields. (Note: If you would like to include a non-Emory email address, enter the address in the "Your secondary email address" and "Please verify your secondary email address" fields.

6. Click the "Update" button.